

**Town of Lebanon**  
**Job Description**  
**Water Pollution Control Authority Administrator**

**General Description**

Part-time Administrator for the Amston Lake Sewer District under the direction of the Water Pollution Control Authority (WPCA) performing clerical and other administrative duties in support of the Authority.

**Duties**

- Maintain records for the Sewer District including vendor services, connection list, property owner billing, cross charges from town departments, collection revenue/expenditures, permits and inspections.
- Coordinate the activities of other town departments related to sewer district operations (such as those related to billing and permitting).
- Coordinate the activities of vendors or other organizations providing needed goods or services.
- Provide customer service to roughly 300 property owners in the sewer district.
- Prepare and maintain information for property owners on the website or published in other forms.
- Update the existing Emergency Response Plan (ERP) and Vulnerability Assessment document as needed and document other emergency and routine operating procedures.
- Summarize information for review by the WPCA and attend each WPCA evening meeting.
- Prepare and post meeting agendas and record and post minutes for all WPCA meetings.
- Research issues as directed by the WPCA.
- Provide support for any related Public Hearings as directed by the WPCA Chair.

**Required Knowledge & Skills**

- Excellent office skills and professional manner.
- Excellent communication skills using a variety of media including meetings, telephone messages, email, and website postings.
- Able to work with minimum supervision while building and maintaining positive relationships with various organizations and property owners.
- Able to document issues and procedures in a clear, concise manner.
- Able to prioritize and schedule activities in an efficient manner.
- Able to use basic word processing and spreadsheet applications and comfortable learning new computer applications as needed.
- Comfortable extracting and summarizing basic financial data.

**Education & Experience**

- High school graduate with at least 5 years of administrative/clerical experience with public interaction.
- Municipal experience preferred but not required.

**Other Requirements**

- Able to sit at computer and/or desk to complete office tasks for up to 8 hours per day with suitable breaks.
- Possess valid driver's license.